IHCDA Software Download

Steps To Download IHSF Software

Importance Notice

- For you to install the system, please be aware or make your IT aware that:
- It needs to be installed in a location that the updater can write to. This will allow it to autoupdate to the latest version. Your tech staff should uninstall the current installation and reinstall it to C:\IHSF. (if you don't have the latest version)

Link to where to download from

- https://ihcdaonline.com
- Once you visit this site you will need to already have your username and password which can be set up by your Organizations contact person(s) (name(s) who appears on the Contact Sheets –application, closing, corporate- when applying to the IHCDA Programs would be someone with the appropriate security privileges.

Contact sheet visual

INDIANA HOUSING & COMMUNITY DEVELOPMENT AUTHORITY MORTGAGE CREDIT CERTIFICATE 2014 PROGRAM REGISTRATION FORM

Mortgage Credit Certificate Prog	ndiana Housing & Community E gram.	Development Authority's (IHCDA)
COMPANY NAME		
OFFICE ADDRESS		
OITY	STATE	ZIP
HONE	FAX S TO CALL OR IHCDA TO FAX, BROKER	
HALL VALUE FANNIE MAN	FREDDIE MAC USDA	A RURAL DEVELOPMENT
PPLICATION CONTACT NAM	ME	
PPLICATION CONTACT PHO	ONE#	FAX#
APPLICATION CONTACT EMA	AIL ADDRESS	address is required)
ccess to IHSF. IHCDA will no	person will be responsible for gi ot give usernames or password If you will be closing loans for a ed by all necessary parties. This	s to anyone other than the Broker, the attached Appendix s section is <u>to be</u> completed as
nust be completed and signe	ender only. Check here if Broke	rapplicable
nust be completed and signe ontact information for the Le	ender only. Check here if Broke	You can provide one if you wish, if not
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nust be completed and signe contact information for the Le	ender only. Check here if Broke	You can provide one if you wish, if not

Cont'd.

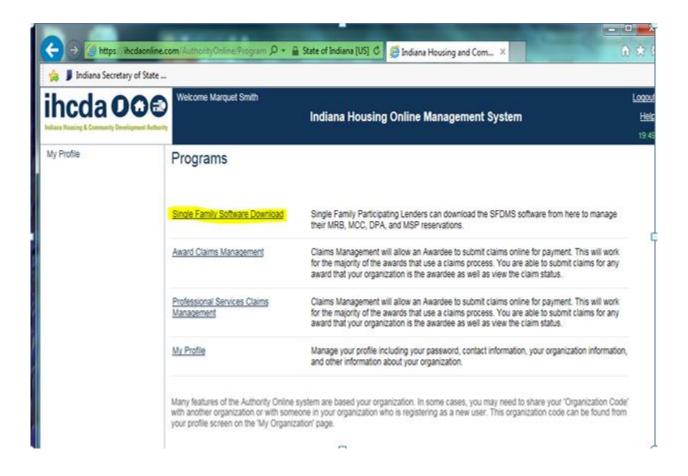
- https://ihcdaonline.com
- Authority Online
- Enter username (case sensitive)
- Enter Password (at least 8 characters long, case sensitive)
- Single Family Download



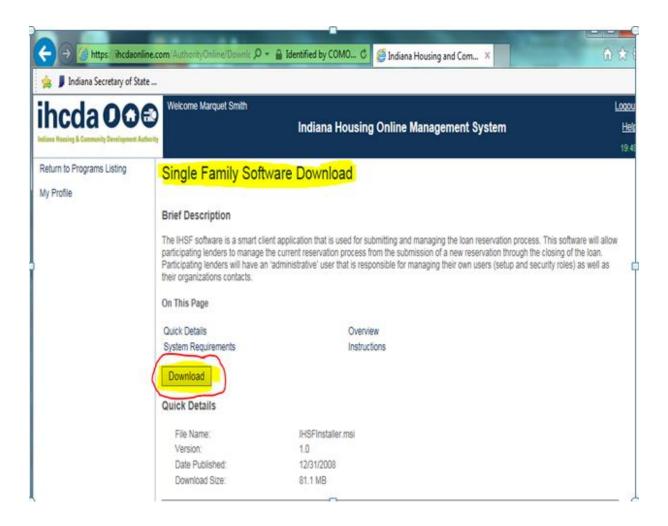
Authority Online visual

If you do not have a username and password, do not click on New User? Register Here. (That is not for Homeownership dept. fka Single Family) Your contact person will need to issue you a username and password.

Cont'd



Download Cont'd



IHSF login screen

- The icon will download and be placed on your desktop. (Picture shown on the left small orange and white circle titled IHSF)
- Click on that and you will see the login screen (picture on the right) *remember it is case

sensitive*



How To Make a Reservation

Within IHSF Software

Next Home, MCC, NH/MCC,

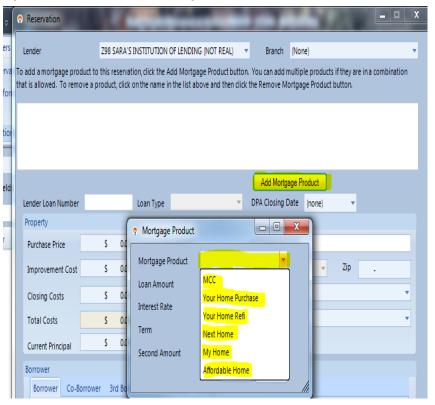
Affordable Home, Your Home

After logging into IHSF click on New Reservation



Reservation Loan Form

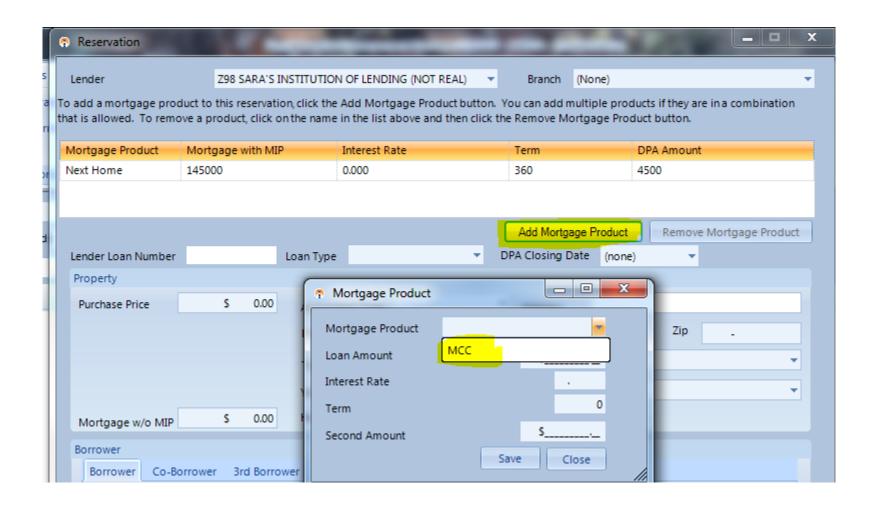
Once you are on this screen you will click on Add Mortgage Product and a smaller window (box) will open and you will select your mortgage product from this drop down box.



After selecting your product you will need to enter the data for the required fields, and then hit SAVE. If you are doing a combo loan you will complete this step twice.

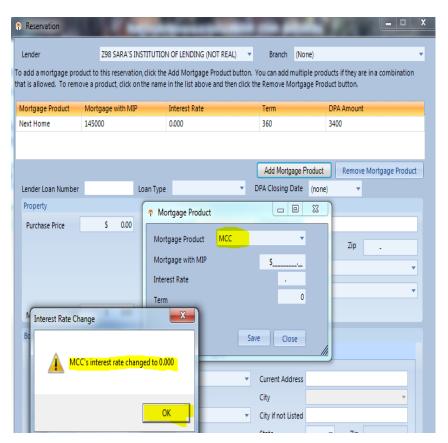
Reservation	и	£	Septemb	•		ЯC	
Lender	Z98	SARA'S INS	TITUTION OF LENDING (NOT RE	AL) ▼	Branch (None)		
			click the Add Mortgage Produ			•	a combination
t is allowed. To remo	ve a produ	ct, click on t	he name in the list above and t	nen click the Ke	move Mortgage Prod	iuct button.	
						7	
			_	Ac	dd Mortgage Product		
Lender Loan Number		- 4	Mortgage Product		- 0 X	_ •	
Property		_					
Purchase Price	\$	0.00	Mortgage Product Nex	kt Home	-		
			Mortgage with MIP	<u>S_</u>	_145,000.00	Zip	
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			Term		360		
			DPA Amount	S	3,400.00		•
Mortgage w/o MIP	\$	0.00	DEM AIIIOUIIL	Save			
Borrower				Save	Close		

Reservation Loan Form Cont'd

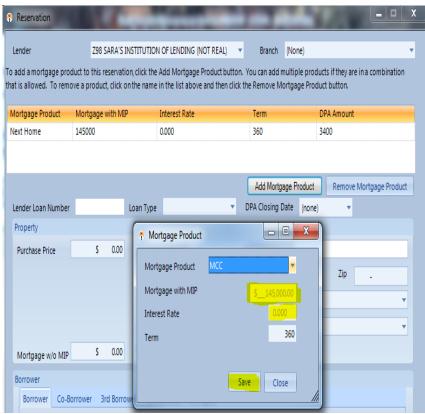


Reservation Loan Form Cont'd

It will ask you an Interest Rate question. You will click on OK, It will also ask you a question about the Mortgage amount, you will also click OK



After the questions asked, and you clicked on OK. Hit Save



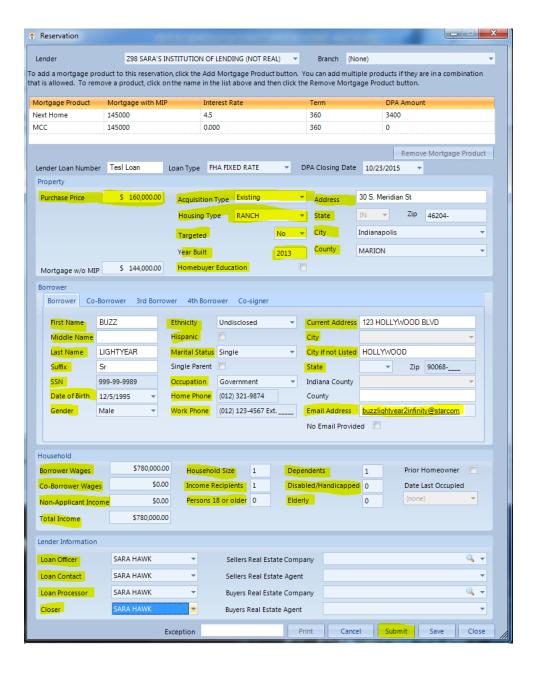
Completing the Reservation Form

After the mortgage products have been selected you will complete all of the highlighted fields.

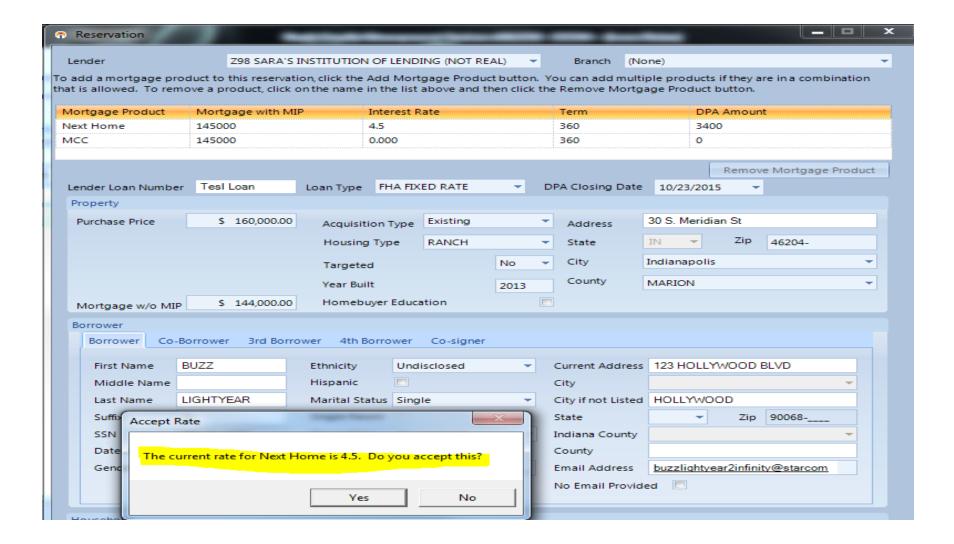
Once you are ready to lock the loan then you will select SUBMIT.

If you are needing more info to complete the reservation, going out to lunch, take a phone call, leaving for the day, etc. You can SAVE the loan.

* Please note that SAVE does NOT lock the loan and the rate can be subject to change.

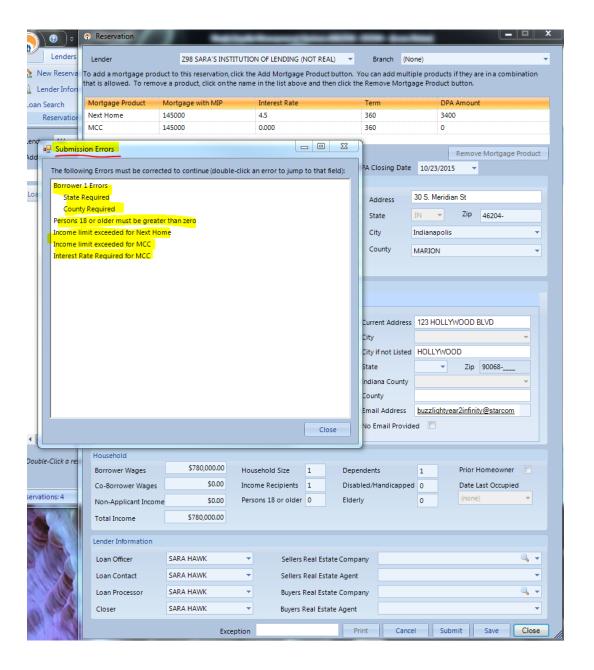


Accept Rate



Submission Errors

After you accept the rate, the system will go through and check to make sure everything is completed and in compliance. If there is something out of compliance, it will list the items in a "Submission Errors" box and tell you what needs to be corrected. If you double click on the item listed it will take you to that location that needs to be corrected.



Reservation Disclaimer

After correcting the errors, you will receive IHCDA's Disclaimer. If you select Accept, then your loan will be locked and you can begin printing the documents needed to create a package for submission.

If you decline the disclaimer, your loan will be saved but the rate will not be locked.

At this point you will have an IHCDA reservation number which you can see at the top of this form circled in red. IHCDA # 71132

